

ATTACHMENT A



CITY OF KIRKLAND

Planning and Community Development Department
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In 2009, Kirkland's voters approved an annexation measure, nearly doubling the city's area and significantly increasing its population when it goes into effect in June 2011. While Kirkland has made significant improvements in our urban forestry policies over the past several years, we have not prepared a comprehensive urban forest management plan. As an example, all of the goals outlined within the City's *2001 Tree Management Review* have been attained since it was written ten years ago, and most of the urban forestry-related goals outlined in the City's Natural Resource Management Plan have been achieved to date. Given the City's growth and potential for development, the City of Kirkland needs to update its forestry management plan to strategically manage Kirkland's urban forest, a community asset which contributes to the health, safety and pleasant environment for its residents, businesses and visitors.

Unlike the previously-mentioned documents, an Urban Forest Strategic Management Plan specifically outlines how the City wants to measure, monitor, and manage its urban forest. Distinctly different from a goal-setting type of management plan, it will establish priorities in context to short and long-term goals, spelling out how to get there from here. It will also assist the City in identifying urban forest management priorities with performance measures, enabling staff to perform more efficiently and cost-effectively, which is critical for any sustainable management plan.

BENEFITS: Updating the City's obsolete forestry management plan is a key benefit of the project. In addition, a significant benefit of the project will be achieved by having an independent consultant conduct a gap analysis, essentially auditing the City's urban forest management practices and programs. This analysis will provide insight into increasing the City's internal efficiencies, evaluating the organizational framework, reducing redundancies, identifying cost savings, and providing greater protection from liability. The final document itself will identify potential financial assistance from outside agencies. The process of creating a City-wide strategic plan will undoubtedly promote better communication and collaboration between departments and with the public.

Other benefits of the project will include linking the City's forestry-related goals from the Comprehensive Plan, Natural Resource Management Plan, Green Kirkland Partnership's 20-Year Reforestation Plan, Climate Action Plan, Stormwater Regulations, tree retention regulations, Shoreline Master Program, and Green Building Program into a cohesive, practical 'How-to Manual'. The City

stands to gain from an external perspective what procedures, programs and incentives that we can develop to meet the City's urban forestry goals and vision, such as tree-planting programs, stormwater rebates, or implementing ecosystem service modeling (e.g. incorporating carbon sequestration and stormwater remediation build-out scenarios into the City's GIS system). By integrating the City's canopy and tree inventory data with a management strategy, the Plan will also guide potential policy decisions regarding potential amendments to the City's tree regulations and future programs to increasing the City's tree cover to 40 percent as called for in the adopted Comprehensive Plan.

A final benefit of this project, if funded by the 2011 Community and Forestry Assistance Grant, is that a completion date requires the adherence to a project timeline. This is an important efficiency measure considering the multiple internal departments involved in such a project.

PURPOSE: The purpose of the City-wide Urban Forest Strategic Management Plan project is to provide a guide for decision-makers, City staff and the public to sustainably manage Kirkland's urban forest, a community asset which contributes to the health, safety and pleasant environment for its residents, businesses and visitors.

The project will incorporate Kirkland's values and vision, as outlined in the Kirkland Comprehensive Plan and City Council goals:

Vision FG-7, as a: *responsibility to create a sustainable community that balances urban growth with resource protection...that meets the needs of the present without sacrificing the ability of future generations and other species to meet their own needs...*

Policy NE-1.2: *selecting the most effective management tool for a desired outcome, allocating staff and financial resources for greatest results.*

City Council Goals as: *[The city is] committed to the protection of the natural environment through an integrated natural resource management system, and to protect our natural environment for current residents and future generations.*

OBJECTIVES - Using current trends in business models and adaptive management strategies, outline a strategic urban forest management plan that incorporates the City's values and vision. The project will assess both internal and external factors to formulate a strategy, clearly define how to implement the strategy, evaluate progress, and make adjustments as necessary to stay on track. The project objectives are detailed as follows:

1. Get an accurate depiction of how the City is currently managing its City-wide urban forest attributes by independent assessment

2. By establishing criteria and indicators (reference Clark et al, 1997), establish forestry priorities using community involvement with a business analysis model
3. Identify how to proactively manage the City's urban forest resources, reducing costs and liability, while combining the needs of a growing community with ecosystem viability & sustainability
4. Develop long-range (minimum 20-year) strategic framework supported by incremental (5-year) management plans, with annual operating plan.
5. Promote increased communication and accountability to decision-makers and the public regarding forestry management activities
6. Provide technical information about urban forestry through appropriate education and outreach efforts

SCOPE OF WORK/ACTIVITIES:

1. Establish Project Team & Identify Stakeholders – promote project to stakeholders and appropriate City department leaders, interested groups and affected agencies [*City Manager, Public Works, Planning Dept, Parks Dept, Parks Board, Cascade Land Conservancy, Eastside Audubon, businesses, property owners, Kirkland Alliance of Neighborhoods, etc.*]
2. Develop Purpose, Objectives, Scope of Work and project timeline
3. Consider relevance of existing UF Management Plans - review case studies [*Lake Forest Park, Seattle, Walla Walla, Vancouver WA, Oakville OT*]
4. Identify funding [*2011 Community Forestry Assistance grant*]
5. Narrow scope of project (if necessary)
6. Draft/release Request for Proposals
7. Select vendors/contractors from proposals
8. Support contractor activities: develop project framework, establish methodology, provide pertinent documentation, set up interviews, conduct public survey, organize input, etc.
9. Maintenance component – Establish a sustainable method to periodically monitor and re-evaluate criteria & indicators and define continuation of project
10. Develop education & outreach component endorsing the UF Strategic Management Plan, including a strategy for distributing urban forest-related information internally and to citizens. This includes updating forms, handouts and other literature, the City website, etc. [*use examples, including Seattle, WFPA, Lake Forest Park, Vancouver WA, etc*]
11. Incorporate document into City's policy framework through review by the City Council and other appointed commissions.

TIMETABLE OF PROJECT:

In late 2010, the City of Kirkland's Urban Forester met with staff from various departments, namely the Parks Department, Public Works and Planning and Community Development to discuss the potential benefits of an UF Management

Plan. From this meeting, an interdepartmental team was formed to establish the relevance, purpose, objectives, and scope of the project including potential funding and the project timeline (Activities #1-3). Depending on funding, the Team plans to complete Activities #5-11, the bulk of the project, in early spring 2012. If funded by the 2011 Community Forestry Assistance grant, the completion date for the project will be no later than mid-May 2012 to comply with the grant rules for reimbursement.

2010	2011				2012	
Oct-Dec	Jan	Mar	April-May	by July 15 th	Aug 2011-March 2012	May
Draft grant application Assemble materials	Submit grant appl by 1/27	Funding verified by 3/1	Narrow project scope, draft & release RFP	Select vendor	Support contractor activities Conduct interviews/survey Draft Plan City council adoption Oct 2011 -grant mid-report due?	Project completion by 5/31/12

PARTICIPANTS:

Kirkland's UF Strategic Management Plan Project Team:

Deb Powers, Urban Forester, Project Lead
 Paul Stewart, Deputy Director, Planning and Community Development
 Jennifer Schroder, Director, Parks Department
 Ray Steiger, Interim Director, Public Works
 Jenny Gaus, Senior Stormwater Utility Engineer, Public Works
 Bobbi Wallace, Surface & Wastewater Manager, Public Works
 John Hopfauf, Street Maintenance Manager, Public Works
 Mark Padgett, Grounds Leadperson, Public Works

Selected contractor(s)

Stakeholders:

Cascade Land Conservancy
 Kirkland Parks Board

ADMINISTRATION: The City's Urban Forester is the project lead and will oversee the majority of administrative tasks, including drafting the grant application, providing all necessary documentation for grant processing, inter-departmental coordination, drafting Requests for Proposals and overseeing the

contractor's work. Draft documents will be finalized and selection of contractors shall be overseen by the Project Team. Technical assistance for the outreach and education component will be coordinated between the project lead and the City's Multimedia Department. Paul Stewart will facilitate the incorporation of the final document into City structure.

FACILITIES AND EQUIPMENT: The project will occur entirely within the City limits, utilizing the meeting facilities at City Hall. Meeting arrangements will be made by the Project Lead or other Planning Department official. Other equipment utilized by the project may include equipment for conference calls and presentations, which will be scheduled by the Project Lead and supported by the City's Information Technology Department if necessary. No other special equipment needs are required for the project. All City Council presentations will occur at Kirkland City Hall, 123 5th Avenue, Kirkland, Washington.

DELIVERABLES: Upon award of a contract, the selected vendor will develop a project framework, including a methodology for obtaining staff input, conducting public surveys, and organizing input. Deliverables include preliminary drafts and the final Urban Forest Management Plan document, and a powerpoint presentation created expressly for document adoption by City Council. Deliverables for the educational outreach component of the project include an outline strategy for communicating how the Urban Forest Strategic Management Plan information will be incorporated into all forestry-related communications, forms, handouts, and the City's website, etc.

ATTACHMENTS:

- Budget worksheet
- Letter of Commitment from Kirkland City Manager
- Letter of Commitment from Department Directors
- Letter of Support from Cascade Land Conservancy
- Letter of Support from Kirkland Parks Board